The way in which your document is displayed on screen has no effect on the content or how it will look when printed. You can view your document on screen in many different ways. The five main views are:

1. Print Layout,
2. Read Mode,
3. Web Layout,
4. Outline,
5. Draft

What is 'print layout' view?

This provides a view of the document which will be almost identical to how the document will look when printed. This view enables you to see how text, graphics and other items will look when positioned on the page. It is also useful when editing headers and footers.

What are the other views?

- **Read Mode** is intended to increase the legibility of your document when reading it on screen. The pages are designed to fit well on the screen and do not represent the way in which your document will print. By default Word documents you open directly from email will be displayed in this view.

- **Web layout** displays background images and shows how the text will look when wrapped to fit the window. Graphics will be positioned as they would in a web browser such as Internet Explorer. Use this view if you are creating a web page.

- **Outline** view can be used to reorganise your document if you use 'styles' in your document.

- **Draft** view provides quick and easy text editing as all headers, footers, graphics etc are hidden.
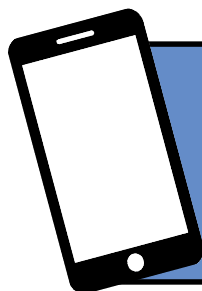
How do I switch to a different view?

6. Click to display the 'View' ribbon.
7. Click the button relevant to the required view.
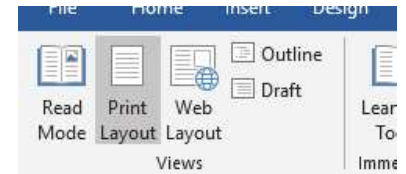
Buttons also exist in the bottom right of the screen for Read Mode, Print Layout and Web Layout.

1. Click one of these buttons to switch to the required view.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.